



County of Los Angeles CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

December 21, 2006

To: All Department Heads

From: David E. Janssen
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

COMPENSATORY TIME OFF FOR SALARIED EXEMPT EMPLOYEES

This is to inform you of two changes relating to the accrual of compensatory time off (CTO) by non-represented "salaried exempt" employees. Both changes affect the year-end handling of CTO balances:

- **Time limits on the carryover of unused CTO are eliminated:** On November 28, 2006, the Board of Supervisors approved an amendment to Chapter 6.09 of the County Code that eliminated previously existing limits on the length of time that unused CTO may remain on the books. Under the prior policy, no CTO earned by a salaried exempt employee could be carried-over beyond the end of the calendar year following the year in which it was earned. This "use it or lose it" rule is now eliminated effective October 1, 2006. Therefore, it is important that your payroll administration staff understand that this old rule will not be a factor at the end of 2006 or any subsequent year under present policy.
- **No forfeiture of fractional days at year-end:** Until now, we have also observed a policy that required the forfeiture of fractional days of CTO (i.e. increments of less than 8 hours) at the end of every calendar year. This, too, applied only to non-represented salaried exempt employees. In conjunction with the above change, this rule is also eliminated.

Please note that all other provisions of Chapter 6.09 and all other rules relating to CTO for salaried exempt employees remain unchanged. Total CTO accumulation per employee will continue to be subject to a 160 hour limit unless a different maximum accumulation limit has been specifically authorized by the Chief Administrative Office. That is, we are continuing the policy that requires the forfeiture of any CTO that exceeds the maximum "quantitative" limit established for each Department. CTO must still be taken off in whole day 8 hour increments except where partial day absences are specifically permitted under the Family Leave Act. Except in certain extraordinary major

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emergency situations, CTO earned by salaried exempt employees may not be paid off in cash either in-service or at termination of County service.

If you have any questions, please let me know, or your staff may contact Genie Ledford of my staff at (213) 974-2521.

DEJ:SRH
WGL:GL:df

c: Each Supervisor
 Auditor-Controller
 Administrative Deputies
 Personnel Officers
 Payroll Managers